

CHAPTER 3. PROGRAM REQUIREMENTS

3.1 TYPE OF WORK AND ASSIGNMENTS

Work assignments/positions should be meaningful and provide an opportunity for the employee to learn new or different skills and increase their knowledge and skills. The experience should provide insight into the overall agency program and enhance the employee's competencies.

As stated previously, the assignment may be to a vacant position, a position for which the duties have not yet been classified (unclassified duties) or to perform short term special projects. However, if the assignment is one of unclassified duties or a short-term special project or initiative, a "Statement of Work" must be prepared. This statement should include:

- **Purpose:** Why are we doing this project?
- **Scope of Work:** This describes the type of work that needs to be performed.
- **Specific Duties and Responsibilities.** This does not need to be an all-inclusive list, but should give insight to the type of duties that will be required.

3.2 LENGTH AND PROVISIONS OF ASSIGNMENTS

1. Rotations (details) may range from 60 – 120 days.
2. Rotations to higher graded positions or positions with known promotion potential than the employee holds may **not** exceed 30 days under any circumstances.
3. Rotations to the same grade or unclassified duties may be extended by mutual agreement of all the parties, not to exceed a total of 120 days under this program.
4. Rotations may be terminated at any time, for any reason by the Host or Home Organization.

3.3 QUALIFICATION REQUIREMENTS

1. While an employee does not have to be qualified for a rotational assignment to a position based on OPM qualification standards, the following is prohibited:
 - a. An employee cannot be placed in a different interval series.
 - b. The employee may not be placed in a position which has a positive education requirement, for which they do not possess the educational requirement.

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- c. An employee may not be placed in a position more than 1 grade level above their position of record, nor can they be placed in a position more than 1 grade level lower than their position of record.
- 2. The assignments given under this program should include challenging and rewarding work, which will enhance the employee's knowledge and skills. However, the assignments must be at a level that the employee can master the knowledge, skills and abilities to successfully perform the assignment.

3.4 EMPLOYEE AND WORK LOCATION

- 1. Rotational assignments are limited to the duty station of the employee.
 - a. In rare and unusual circumstances, the Host Organization may request to broaden their search, with the approval of the Assistant Secretary or General Deputy Secretary and will bear all expenses for travel and per diem. Such approval must be submitted to the CLO or designee in the form of a justification.
- 2. In situations where the nature of the work may be performed from a remote location, it is permissible to allow an employee to remain in their duty station. However, the following should be considered:
 - a. Supervisory Controls
 - b. Work Space
 - i. Should the employee's Home Organization plan to temporarily fill the position of the employee, they must be able to accommodate both employees.
 - ii. Under these circumstances, caution must be exercised to ensure the RAP employee is completely freed from the duties of his/her position of record.
- 3. Under normal circumstances, the employee should be working from a workstation located in the Host Organization's space during the rotation. The Host Organization is responsible for ensuring the employee has adequate work space and the tools necessary to perform the duties of the assignment.

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